

From: Commissioner Jerdonek
Date: January 17, 2023

Attachments for Racial Equity Action Plan Memo

- A. Section 7 “Boards and Commissions” (pages 1, 50-52) of the Department of Elections’ draft Racial Equity Action Plan, from the agenda packet of the Commission’s December 16, 2020 meeting (4 pages)
- B. PDF of the Department of Elections web page [“2021-2023 Racial Equity Action Plan for the Department of Elections”](#)¹ (1 page)
- C. Section 7 “Boards and Commissions” (pages 1, 55-58) of the Department’s Racial Equity Action Plan, as revised April 18, 2022 and posted on the above web page (5 pages)
- D. Section VIII “Boards and Commissions” (page 1, 14) of the Department’s Racial Equity Progress Report for 2021, Part A, posted on the above web page and dated April 27, 2022 (2 pages)

¹ <https://sfelections.sfgov.org/2021-2023-racial-equity-action-plan-department-elections>

DRAFT

RACIAL EQUITY ACTION PLAN TEMPLATE PHASE 1

A Racial Equity Action Plan (RE Action Plan) shall include Racial Equity indicators to measure current conditions and impact, outcomes resulting from changes made within programs or policy, and performance measures to evaluate efficacy, that demonstrate how a City department will address Racial Disparities within the department as well as in external programs. — ORE Legislative Mandate, [Ordinance No. 188-19](#)

Version 2 – released December 9, 2020

7. BOARDS AND COMMISSIONS

An Equitable Workforce Starts with Equitable Decision Making. For many departments, an equitable and diverse leadership does not stop with senior leadership positions. Decisions are also being made in boards and commissions. These seats must represent the community that the department serves. Bi-laws that

contain policies and language that perpetuate implicit bias must be revised. Seats must be accessible and available to employees of color. Policies and budget decisions made by Boards and Commissions must be assessed through a racial equity lens.

DEPARTMENT GOAL

What is the department’s overall goal on Boards and Commissions?

7.1. Ensure a diverse and equitable board and commission members that match the community being served.

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.1. Review and revise bylaws and rules of order or create other commission procedures to include inclusive language and to align with the department’s RE Action Plan.		Bylaws, rules of order or other procedures successfully amended				
7.1.2. Collect current board and/or commission demographic data and include in the department annual report.		Annually collect board/commission demographic data Include data in annual report Use data to guide recruitment efforts				

	Greater racial and gender equity in board and/or commission members				
7.1.3. Have board/commission adopt a resolution around racial equity.	Resolution adopted				
7.1.4. Racial equity-related items are regularly agendized.	# of policies and issues related to racial equity that are heard, reviewed and/or implemented				
7.1.5. Expand ability for board/commission members to hear from diverse voices from a place of influence.	Participatory budgeting processes Community advisory working groups Issue-specific task forces				
7.1.6. Pass a resolution on a Ramaytush Ohlone Land Acknowledgement. ⁵	Resolution adopted				
7.1.7. Incorporate Proposition C 2020 passage which removes the requirement of U.S. citizenship and voter registration for individuals to serve on city boards, commissions, and advisory bodies.	Greater racial and gender equity in board and/or commission members				
7.1.8. Adopt ORE racial equity assessment tools to inform decision-making of boards and commissions.	# of policies passed with RE lens Budget equity completed				

⁵ <https://americanindianculturaldistrict.org/ramaytush-land-acknowledgement>

7.2. Safeguard members so they naturally feel welcomed and valued, not tokenized.

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.2.1. Determine a regular and standardized protocol for accommodation requests, centering people with disabilities, working people, parents, etc. e.g. ASL interpretation, video conferencing, food during meetings, translations, etc.		# of diverse board/commission members % of board/commission retention Implementation of inclusive protocols				
7.2.2. Commit to ongoing racial equity training being mindful of ongoing and current issues.		# of completed training per quarter Increased participation rate				
7.2.3. Develop a mentorship program between newer and more experienced board/commission members.		Increased board/commission retention Member experience satisfaction survey				

7.3. [Additional Department-Specific Goal]

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.3.1. [A description of the action to reach the goal goes here.]						

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Department of Elections

2021-2023 Racial Equity Action Plan for the Department of Elections

English

中文

Español

Filipino

The Department of Elections' (Department) **Racial Equity Action Plan, Phase 1, (REAP), (PDF)** guided by the citywide **Racial Equity Framework (PDF)** released by San Francisco's Office of Racial Equity (ORE), outlines the Department's internal racial equity goals for the next three years. The REAP details specific actions the Department plans to take in its efforts to advance racial equity in seven areas: 1) Hiring and Recruitment; 2) Retention and Promotion; 3) Discipline and Separation; 4) Diverse and Equitable Leadership; 5) Mobility and Professional Development; 6) Organizational Culture of Inclusion and Belonging; and 7) Boards and Commissions.

The REAP was developed through a collaboration between Department Director John Arntz, Racial Equity Leaders, and members of the Racial Equity Team, a working group comprised of Department senior management and direct service employees who share decision-making authority and knowledge in service, human resources, and budget areas who are committed to advancing racial equity. With the release of Phase 1 of REAP, the Department commits to building an equitable and inclusive workplace, providing resources and tools necessary for employees to succeed in delivering equitable services to City residents, and ensuring its workforce reflects the populations it serves.

Reaching the short and long term racial equity goals described in the REAP will require the Department to take a number of concrete actions and to implement a series of specific strategies including: 1) modifying recruitment and hiring practices in order to attract and cultivate a more diverse applicant pool; 2) supporting employees who are likely to benefit from utilizing San Francisco's Employee Assistance Program, Domestic Violence Liaison Program, or other health, benefits, professional training, or wellness programs for City employees; and 3) cultivating a workplace environment in which all Department employees feel valued and supported in carrying out our mission of administering free, fair, and functional elections in San Francisco.

In 2022, the Department of Elections set additional internal racial equity goals, all of which have been reflected in its **2021-2023 Racial Equity Plan, Phase 1 (revised April 18, 2022)**. To provide feedback on the REAP, please email sfvote@sfgov.org or call (415) 554-7775 to speak to a Department Racial Equity Leader.

On April 27, 2022, the Department of Elections released its **Racial Equity Progress Report for 2021**.

DRAFT

RACIAL EQUITY ACTION PLAN TEMPLATE PHASE 1

A Racial Equity Action Plan (RE Action Plan) shall include Racial Equity indicators to measure current conditions and impact, outcomes resulting from changes made within programs or policy, and performance measures to evaluate efficacy, that demonstrate how a City department will address Racial Disparities within the department as well as in external programs. — ORE Legislative Mandate, [Ordinance No. 188-19](#)

Version 2 – released December 9, 2020

6.6.1. Develop a page on the Department’s website that provides a spotlight on Department leadership and employees.	Financial: Leverage existing resources Human: Leverage existing resources Material: Leverage existing resources	Page created and posted	2022 – 2023	Short Term: Form a working group to develop content, images, and employee testimonials that can be featured on a new page of the Department’s website Conduct a pilot launch of the page, providing opportunities for staff to share their feedback and ideas.	Not started.	Mayank Jasmine Winter
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7. BOARDS AND COMMISSIONS

An Equitable Workforce Starts with Equitable Decision Making. For many departments, an equitable and diverse leadership does not stop with senior leadership positions. Decisions are also being made in boards and commissions. These seats must represent the community that the department serves. Bi-laws that contain policies and language that perpetuate implicit bias must be revised. Seats must be accessible and available to employees of color. Policies and budget decisions made by Boards and Commissions must be assessed through a racial equity lens.

DEPARTMENT GOAL

What is the department's overall goal on Boards and Commissions?

To implement policies set by the Commission.

7.1. Ensure a diverse and equitable board and commission members that match the community being served.

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.1.1. Review and revise bylaws and rules of order or create other commission procedures to include	Will review bylaws by setting up a	Bylaws, rules of order or other procedures successfully amended	6mo – 1 year	A Committee or Commissioner to make a recommendation to the Commission	Not Started	

inclusive language and to align with the department’s RE Action Plan.	committee to review this.					
7.1.2. Collect current board and/or commission demographic data and include in the department annual report.	Human: leverage the Citywide/Dept on the Status of Women data collection to provide the information	Annually collect board/commission demographic data Include data in annual report Use data to guide recruitment efforts Greater racial and gender equity in board and/or commission members	Spring 2021	Share the data to incorporate in the annual report. If asked by the appointed body, we can submit the current data for their considerations.	Not started	Viva / Clerk
7.1.3. Have board/commission adopt a resolution around racial equity.	Will put it in our agenda to pass a resolution	Resolution adopted	Spring 2021	Would like a draft resolution from the ORE for the commission to adopt	Not started	President of the Commission
7.1.4. Racial equity-related items are regularly agendized.	President of the Elections Commission	# of policies and issues related to racial equity that are heard, reviewed and/or implemented	Spring 2021	Will commit to have sub-category in the budget, redistricting, and election plan to evaluate racial equity in our plans and work.	Not started	President of the Commission
7.1.5. Expand ability for board/commission members to hear from diverse voices from a place of influence.	Issue-specific task force	Participatory budgeting processes Community advisory working groups Issue-specific task forces	Spring 2021	Redistricting taskforce – we will keep diversity, equity, and incorporate Prop C		
7.1.6. Pass a resolution on a Ramaytush Ohlone Land Acknowledgement. ⁵	Will put it in our agenda to pass a resolution	Resolution adopted	Spring 2021	Would like a draft resolution from the ORE for the commission to adopt	Not Started	President of the Commission

⁵ <https://americanindianculturaldistrict.org/ramaytush-land-acknowledgement>

7.1.7. Incorporate Proposition C 2020 passage which removes the requirement of U.S. citizenship and voter registration for individuals to serve on city boards, commissions, and advisory bodies.	Issue-based taskforce	Greater racial and gender equity in board and/or commission members	Winter 2021	Redistricting taskforce – we will keep diversity, equity, and incorporate Prop C		
7.1.8. Adopt ORE racial equity assessment tools to inform decision-making of boards and commissions.		# of policies passed with RE lens Budget equity completed				

7.2. Safeguard members so they naturally feel welcomed and valued, not tokenized.

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
7.2.1. Determine a regular and standardized protocol for accommodation requests, centering people with disabilities, working people, parents, etc. e.g. ASL interpretation, video conferencing, food during meetings, translations, etc.	The SF Elections Commission	# of diverse board/commission members % of board/commission retention Implementation of inclusive protocols	6mo – 1 year	Will discuss set a committee or have a commissioner to make a recommendation to the Commission.	Not started	President of the Elections Commission
7.2.2. Commit to ongoing racial equity training being mindful of ongoing and current issues.	SF Elections Commission	# of completed training per quarter Increased participation rate	When available	The Commission will take any trainings offered by the City. We will also share trainings and conferences serving diverse communities when it comes to Elections.	Not started	President of the Elections Commission
7.2.3. Develop a mentorship program between newer and more experienced board/commission members.	SF Elections Commission	Increased board/commission retention Member experience satisfaction survey	6mo – 1 year	Will discuss set a committee or have a commissioner to make a recommendation to the Commission and compliant with the Brown Act.	Not started	President of the Elections Commission

7.3. [Additional Department-Specific Goal]

ACTIONS	RESOURCES COMMITTED	INDICATORS	TIMELINE	IMPLEMENTATION	STATUS	LEAD
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7.3.1.
[A description of the action to reach the goal goes
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Department of Elections Racial Equity Progress Report for 2021, Part A

April 27, 2022

I. Reflections from Department Leadership

A. What specific racial inequities and disparities within your department are you focused on addressing in 2022?

As we began this racial equity work in 2021, we recognized equity could only be achieved in an environment in which all voices were heard and valued, in which different experiences with race and equity were recognized and acknowledged, and in which leadership and staff formed a full, collective understanding of the importance of this work.

2022 will be the Department of Elections' second year implementing its 2021-2023 Racial Equity Action Plan. With the development of this Plan, we sought to cement our commitment to bring equity and inclusion to our workplace and to the programs through which we serve the City's many diverse communities. Going forward, we intend to focus on the priority actions described in detail in the first six sections of this report. The Department will focus on these core, concrete actions:

First, with respect to Hiring and Recruitment, our priorities will be to reach job seekers with diverse backgrounds and/or from underrepresented communities and to collect, process, and respond to their feedback on recruitment processes. This will entail the identifying of new partnerships with organizations focused on working with BIPOC communities, expansion of the Recruitment Experience Survey, and implementation of a new draft recruitment policy.

Second, with respect to Retention and Promotion, our priorities will be to continue offering staff professional development opportunities, training, and resources, working to equip them with new skills and advance their career goals, to establish a voluntary off-boarding process, and to create a Seasonal Election Workers Careers Support page.

Third, with respect to Discipline and Separation, our priorities will be to focus on implementing alternative dispute resolution to resolve interpersonal issues, to collaborate with DHR to identify additional training on employee management and de-escalation techniques, to keep open clear channels for communicating the City's disciplinary processes and corrective actions at all levels, and to continue to evaluate our policies through a racial equity lens in order to illuminate any potentially biased actions.

Fourth, with respect to Diverse and Equitable Leadership and Management, our priorities will be to find and offer additional racial equity training opportunities, to collaborate with DHR to identify leadership courses and trainings for employees interested in positions of leadership for the first time, to identify recruitment strategies to help build awareness of open positions and increase diversity of applicant pools through targeted outreach, and to review any newly implemented programs through an equity lens prior to full implementation.

To educate staff about available ergonomic resources and encourage healthy workplace habits, the Department is exploring the adoption of a new program, *Elections Goes Ergo!* If this new program is adopted, the Department will utilize DHR's "[Setup and Go Toolkit](#)", which includes a ready-made set of resources designed to encourage City employees to establish and maintain a proper working setup and to take active breaks throughout the day. As part of the program, the Department will also send reminder emails, display visual posters in all rooms, provide training, and reinforce training through self-assessment checklists. The Department will also explore third-party software offerings that provide automatic "pop-up" reminders throughout the day on maintaining proper posture and taking regular stretch breaks.

To boost staff engagement and motivation, the Department plans to form a working group to explore possible processes for recognizing and appreciating staff contributions to the Department-wide mission of administering free and fair elections. The Department plans to begin this exploration by reviewing the DHR's [Employee Recognition and Appreciation Guide](#) and by making a concerted effort to highlight the work of its Wellness Champions – a cross-section of employees who have been designated to promote well-being, focusing on a holistic view of employee health with the ability to organize and advertise health –related activities.

VIII. Boards and Commissions

A. Goals and Performance Measures

In 2021 we attempted to adopt a land acknowledgement for the Commission. It was discussed at two meetings and then tabled for more information from local council of Ramaytush Ohlone. They recommended a pause in Summer 2021.

B. Changes implemented over the 2021 calendar year

The Commission has a number of items remaining from 2021 that will be carried into 2022.

C. Priority actions for 2022 calendar year, including opportunities for staff input and decision-making

The Election Commission encouraged appointing authorities to attend to racial equity in appointing members. Two of three unfilled seats were filled in early 2022. One seat remains open.

IX. Department Resourcing for Phase 1 RE Action Plan

A. Staff who were assigned full-time (all responsibilities were directly related to Phase 1 RE Action Plan and other departmental racial equity work)

No Department staff fall into this category.

B. Staff who were assigned part-time (had responsibilities not directly related to racial equity, which were reduced for them to take on racial equity work)

As required by Racial Equity Ordinance 188-19, in 2020, the Department of Elections designated employees to serve as Racial Equity Leaders (please see asterisked names below). In addition, as part of an effort to effectively develop, implement, and evaluate the goals set forth in its 2021-2023 Racial Equity Action Plan, the Department invited seven